



THE WHITE HOUSE
WASHINGTON

December 2, 1964

MEMORANDUM FOR THE HEADS OF EXECUTIVE
DEPARTMENTS AND AGENCIES:

On December 4th the President will honor a selected number of Federal career employees and officials for their special achievements in economy or cost reduction during the 10th anniversary year of the Government-wide incentive awards program.

You are cordially invited to attend the ceremony which will be held at 11:30 a. m. in Constitution Hall. We also ask that you designate members of your staff to attend so that they may hear the President explain his desire to mobilize interest in economy and cost reduction.

The Honorable John W. Macy, Jr., Chairman of the Civil Service Commission, who is serving as the coordinating officer for the ceremony, will inform you of the number of seats assigned to your agency. He will also supply further information on the ceremony to those agencies which have employees who will be honored.

We will look forward to seeing you and your management staff at the ceremony.

Bill D. Moyers
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Special Assistant to the President

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